

**Town of Lebanon Board of Trustees
for the Jonathan Trumbull Jr. House Museum, LLC
Minutes
Special Meeting
April 15, 2016 at 4:00 pm
Town Hall, Conference Room**

Present: S. Martin, A. Wayland, M. McCaw, T. Smith

Absent: P. Hedwall, L. Hogan Ruckdeschel

1.0 The meeting was called to order at 4:19 pm.

2.0 Minutes – Discuss and act on:

- 2.1 (McCaw/Smith) made a motion to amend the March 22, 2016 Special Meeting Minutes as presented. Wayland – abstained. Motion carries.
- 2.2 (Wayland/McCaw) made a motion to amend minutes of Feb. 29, 2016 under item 4.4 CHLO Membership renewal is \$60; not \$40 as listed. Approved unanimously.
- 2.3 (Smith/McCaw) made a motion to amend minutes of Feb. 29, 2016 under item 3.2 Phase I Renovations...change "Administered by the Lebanon Historical Society" to "Administered by the Town of Lebanon." Approved unanimously.

3.0 Other Business: Discuss and act on:

- 3.1 Floor leveling to be completed this week following the replacement of the support beams under the Keeping Room.

The Chimney Report has been received from Descicio and copied to the Selectmen. During his review, Descicio also found that the lintel inside the fireplace in the Keeping Room has char and must be covered with metal to assure stability. And, the flashing on the roof around the chimney has separated and should be reglued which will last two years. Then, roof is due for replacement. McCaw to obtain quotes from Descicio for both repairs.

- 3.2 K. Hurley submitted and recommended payment of the Final Requisition for Phase II from General Builders, Requisition #1 for Phase III as presented by General Builders and Requisition #1 for Phase III as presented by Gilbane Building Company.

Motion (McCaw/Smith) to pay the Final Requisition, dated April 15, 2016, in the amount of \$7,228.75, received from General Builders, LLC, funds to come from the remaining balance in the grant for Phase II Renovations received from the Adams Town Memorial Fund, and administered by the Lebanon Historical Society. Motion passed unanimously.

Motion (Smith/Wayland) to pay Requisition #1, dated April 15, 2016, in the amount of \$10,450.00, received from General Builders, LLC, funds to come from the balance in the grant for Phase III Renovations received from the Adams Town Memorial Fund, and administered by the Lebanon Historical Society. Motion passed unanimously.

Motion (Wayland/Smith) to pay Requisition #1, dated April 11, 2016, in the amount of \$654.00, received from Gilbane Building Company, funds to come from the balance in the grant for Phase III Renovations received from the Adams Town Memorial Fund, and administered by the Lebanon Historical Society. Motion passed unanimously.

- 3.3 Motion (Wayland/Smith) to approve the purchase of an OFI desk chair, in light coloring and Herman Miller file cabinet to match at a total cost of \$641.88. Approved unanimously.

Motion (McCaw/Wayland) to approve the purchase of a new ceramic stove top, without coils, for a cost of \$399.00. Approved unanimously.

- 3.4 Motion (McCaw/Wayland) to approve the selection of "Gray Pampas" laminate for the desk top and #582 Chivalry for the new flooring in the office/kitchen area. Approved unanimously.

- 3.5 Reimbursements. None at this time.

4.0 New Business: Discuss and act on:

- 4.1 Copy of new sign design for Jr. House and Gardens is attached. Motion (Wayland/Smith) to approve design and copy presented. Approved unanimously.

Need new frames for interior signage; 11 x 17 clear acrylic wall frames are requested by Candace Brashears/Director. Motion (Wayland/McCaw) to purchase 11 x 17 frames Not to Exceed \$350.00. Approved unanimously.

- 4.2 Recommendation to Selectmen to reappoint Maggie McCaw and Leigh Hogan Ruckdeschel to the Board. Terms expire in August. No action at this time.

- 4.3 Motion (McCaw/Wayland) to participate in Letterboxing Trail with other Lebanon sites. Approved unanimously. Lebanon brochure copy was reviewed. Motion (Wayland/McCaw) to approve as presented by Lebanon Historical Society. Approved unanimously.

- 4.4 Septic discussion – due to pump out in 2016 – responsibility of Town of Lebanon. Martin to check with Linda McDonald to find out schedule.

- 4.5 Pride's Corner and Marie Reynolds/Lebanon Garden Club – Pollinator Garden – all have agreed in principle that we want the garden. The Lebanon Garden Club will stake out the desired area for us to approve on Saturday, May 16, 2016.

- 5.0 Motion (Wayland/Smith) to cancel the next Regular Meeting on April 26, 2016. We will not have a quorum. A Special Meeting will be held on May 13, 2016 at 4:00 pm. Approved unanimously.

- 6.0 Motion to adjourn (Smith/Wayland). Motion approved unanimously. The meeting adjourned at 5:20 pm.

Sherri-Ann Martin, Chairman